Better information for Better Go

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The Accountable Business Transformation Program (ABT)

What's Changing for Special District Partners?

October 27, 2011 King County Technology Summit 10:30 a.m. to 12:30 p.m., Council Chambers, Bellevue City Hall Presented by
Nancy Laswell
Business Process Manager
Finance and Business Operations Division
King County



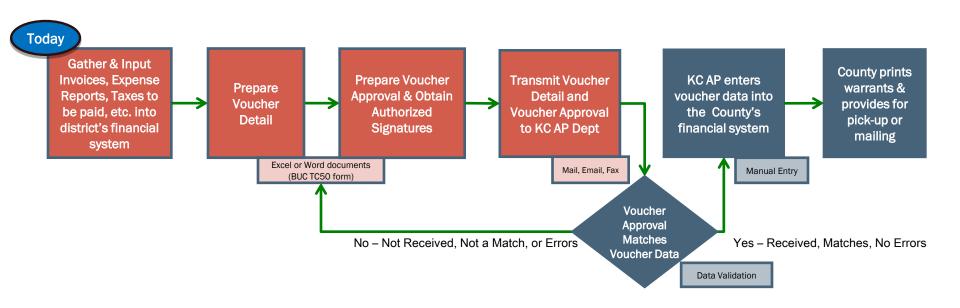
What's Changing?

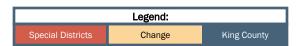
- Depending on the services provided by the County (e.g. warrant issuance, bank reconciliation, tax disbursement, etc.), the changes impacting your organization may vary
- Changes fall into 4 general categories:
 - Accounts Payable (~ 77 Districts)
 - Cash Management (~ 27 Districts)
 - General Ledger (All Districts)
 - Reporting (All Districts)

Accounts Payable Changes(King County Issues Warrants)

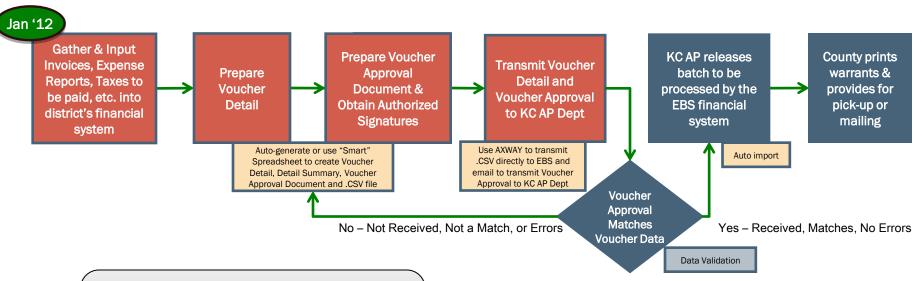
- Process is Not Changing
 - Submit transactions with Validation Approval
- Tools are Changing
 - Submittal Document
 - Smart Spreadsheet
 - Axway (secure transport)
 - Transaction Report will be delivered through Axway (secure transport)

Will the Warrant Issuance Process Change? (King County Issues Warrants)





Will the Warrant Issuance Process Change? (King County Issues Warrants)



Benefits

- District in control of data accuracy
- · Standardization of tools & processes
- Overall reduction in processing time
- Increased transparency and internal controls



Cash Management (Districts Issue Warrants)

Process is not changing for WSIPC

- What is Changing
 - Smart Spreadsheet will be used by:
 - Districts that do manual warrant transmittal
 - All Districts for Warrant Adjustments (WAO)
 - Axway (secure transport) will be used to send
 FTPs and Smart Spreadsheet to Treasury
 - Transaction Reports will be delivered through Axway (secure transport)

General Ledger

- King County is restructuring the General Ledger to reflect current business
 - Fund numbers do not change
 - Account names and numbers do change
- Reports will reflect the new names and numbers
- ARMS sub accounts are going away

General Ledger Changes

ARMS subaccount numbers are going away

- Cash will be in one account
 - Eliminated: Receipt, Disbursement, Transfer In, Transfer Out
- Warrant transactions will be recorded in one account
 - Eliminated: Warrants Issued, Warrants Cancelled, Warrants Redeemed
- Treasurer's Receipt and Disbursement sub-accounts will be assigned new account numbers
- LID sub-accounts will be replaced by project segments

General Ledger Sub Account Changes

Existing Structure with Sub-Accounts

- 10100 Cash
 - 01010 Beginning of Year Balance
 - 01011 Cash Receipts
 - 01012 Cash Disbursements
 - 01013 Cash Transfers In
 - 01014 Cash Transfers Out

Example Structure without Sub-Accounts

– 10435 Cash

Property Tax Accounts

ARMS - Daily Distribution of Property Taxes

GENERAL LEDGER							
Debit Account	Credit Account						
	10510-00000 : TAXES RECEIVABLE-CURRENT						
22200-07820 : DEFERRED REVENUES- DEFERRED TAX REVENUES	10520-00000 : TAXES RECEIVABLE-DELINQNT						
	17205-02000 : TREASURERS RECEIPTS- PROPERTY TAXES-CURRENT YR						
	17205-02200 : TREASURERS RECEIPTS-PROPERTY TAXES-DELINQUENT						
10100-01011 : CASH-CASH RECEIPTS							
	EXCEPTIONS - Schools ONLY 17205-02100 : TREASURERS RECEIPTS-PROPERTY TAXES-PRIOR YEAR						

ABT - Daily Distribution of Property Taxes

GENERAL LEDGER								
Debit Account	Credit Account							
22255 : DEFERRED TAX REVENUES	10510 : TAXES RECEIVABLE-CURRENT 10520 : TAXES RECEIVABLE-DELINQNT							
10435 : CASH TRANSFERS	17212 : PROPERTY TAX CLEARING-CURRENT YEAR 17214 : PROPERTY TAX CLEARING-DELINQUENT							
10433 . CASIT INANSI ENS	EXCEPTIONS - Schools ONLY 17213 : PROPERTY TAX CLEARING-PRIOR YEAR							

General Ledger Transactions

- Transaction Request Forms are Changing
 - Miscellaneous Receipts
 - Cash Disbursements
 - Journal Entries such as Cash Transfers
- Account coding changes in the Forms

ARMS Transaction Forms

	T/C 25	KING CO		RECEIPT	DATE	ENT NUMBER		
1 - Z E	EXPLANATION DESCRIPTION	FUND OR ORG UNIT. (9 or 4 digits)	ACCOUNT (5 digits)	TASK (3 digits)	OPTION (3 digits)	PROJECT OR WORK AUTH. (6 digits)	AMOUNT	1 - Z E
1 2					me ui			1 2 3
3 4 5		4.634						4 5
6 7								6 7
9	,	*						9 10
11								11
CASH =			CHECKS =			TOTAL =	\$0.00	-
TRANSMITTI TRANSMITT	TAXABLE DE LA COLONIA DE LA CO		ober 13, 2011					
DEPOSITED	DO NOT WRITE BELOW TH	ULL AND ORGANIZATION) HIS LINE - FOR OFFICE OF FINANCE	CE ONLY	DATE:	PHONE	ACT PERSON: E NUMBER: . ADDRESS:		

New Oracle Forms



TREASURY MISCELLANEOUS CASH RECEIPT FORM

PAYMENT INFORMATION								
Transaction Date			Pa	yment Type	Cash	Amoun	t	
					○ Check	Amoun	t	
						Total		
DISTRIBUTION INFORMATION								
Distribution Set Name								
Explanation Desc	ription	Fund 9 digits	Project 7 digits	Cost Center 6 digits	Account 5 digits	Bars 7 digits	Future 5 digits	Amount
Note: Unless Account is an Expenditure, enter 0 used once so combine multiple payments with like	000000 under Bars. Always enter se coding.	00000 under Futu	ire. Amounts f	or each unique a	ccount coding stri	ng can only be	TOTAL	
CONTACT INFORMATION Typed of	or Printed							
Contact Name	Phor	ne#		Ext #	Email			
Organization								
Approved by (Electronic Signature OK)				Title			Date	
Print Name	Phone	#		Er	mail			
Draft 10/13/11	Prir	nt Form	Submit	by Email				

General Ledger Reports

- New General Ledger Accounting String
 - Fund
 - Project (district default value 00000)
 - Cost Center (district default value 00000)
 - Account
 - BARS (district default value 00000)
 - Future (district default value 00000)

Changes to Reports

Report Formats are changing

- Delivery tool is changing
 - Email all reports for all Districts
 - County will be contacting each agency for a mailbox address to use
 - Axway delivery for Accounts Payable and Cash Management Transaction Reports

What Stays the Same?

- The high-level processes
- The services we provide in our role as County Treasurer
- Delivery of the County's legally mandated responsibilities
- King County's commitment to our Special District partners

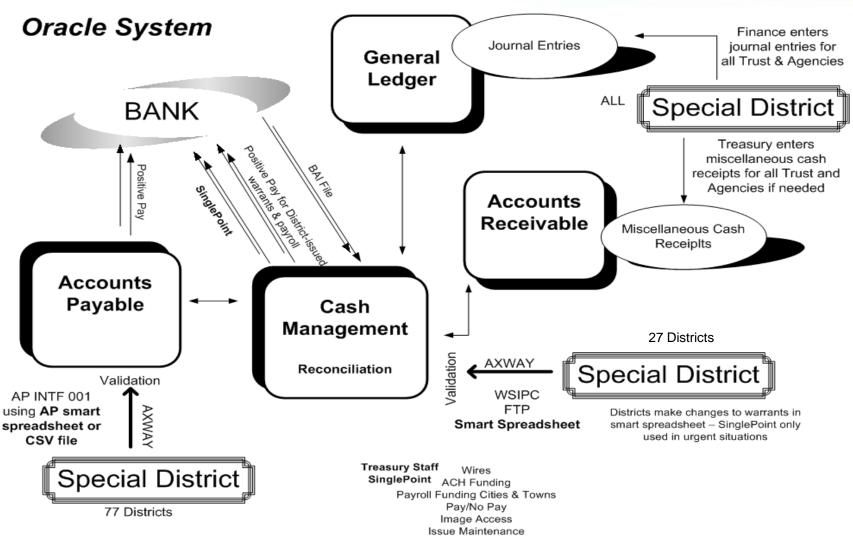
Our Commitment

To Provide Consistent, High Quality, Service

- New Special District Liaison
- New Special District's Hotline
 - -(206) 205-9000
 - -One number for all service needs
- Ongoing process optimization
 - Crawl, walk, run... together

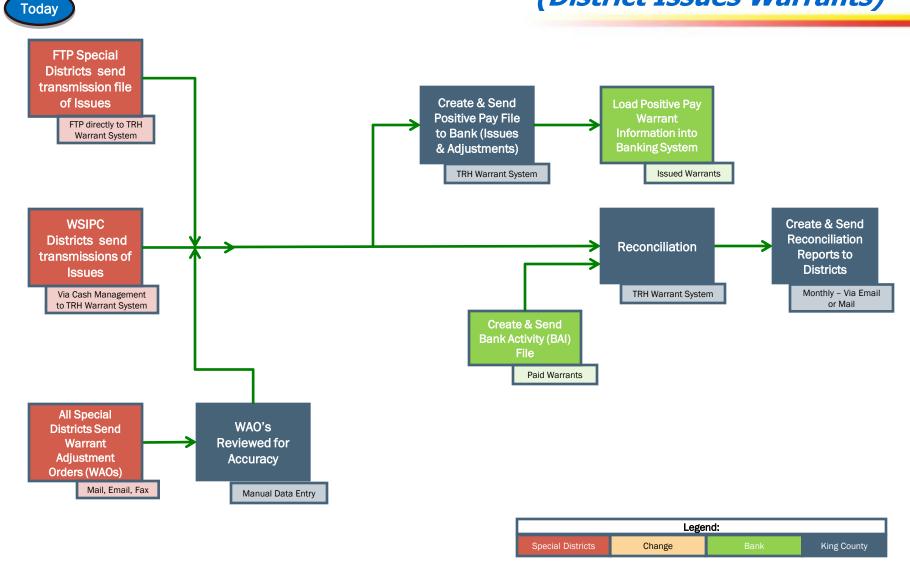
Appendix

Oracle System



Will the Warrant Issuance Process Change?

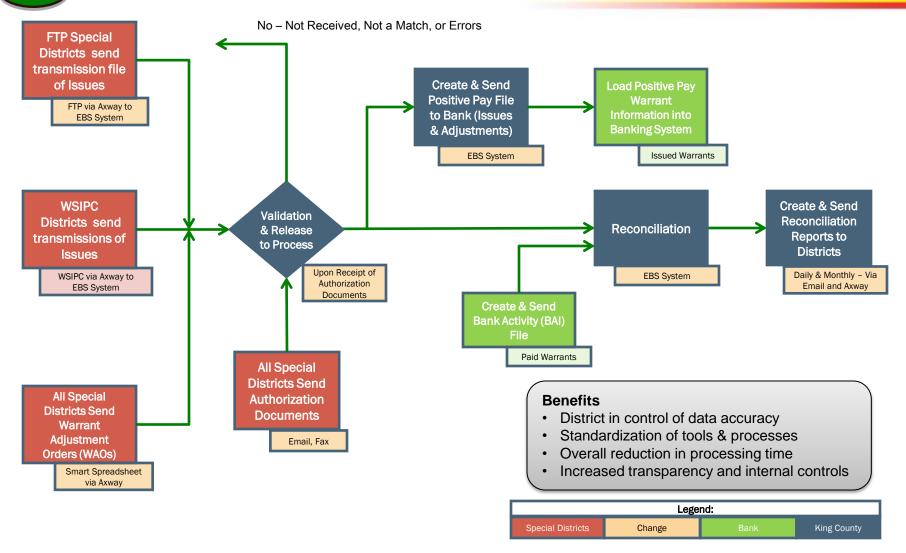
(District Issues Warrants)



Will the Warrant Issuance Process Change?

(District Issues Warrants)

Jan '12



General Ledger Balance Report



General Ledger Balance Report

10/20/2011 GL_RPRT_030 Page: 1 of 1

FUND: 000001050 RIVER IMPROVEMENTS

Account: Asset

Account	Account Description	Beginning Balance	Debit	Credit	Ending Balance
10010	CASH US-TREASURY MAIN ACCOUNT	0.00	96,793.51	0.00	96,793.51
10520	TAXES RECEIVABLE DELINQUENT	0.00	1,544.95	0.00	1,544.95
	Asset Total	0.00	98,338.46	0.00	98,338.46

Account: Liability

Account	Account Description	Beginning Balance	Debit	Credit	Ending Balance
20200	ACCOUNTS PAYABLE ORACLE	0.00	0.00	215.00	-215.00
22255	DEFERRED TAX REVENUES	0.00	0.00	1,544.95	-1,544.95
22266	DEFERRED REVENUE FEMA SWM	0.00	0.00	43,152.41	-43,152.41
	Liability Total	0.00	0.00	44,912.36	-44,912.36

Account: Owners' equity

Account	Account Description	Beginning Balance	Debit	Credit	Ending Balance
27100	FUND BALANCE	0.00	0.00	53,027.09	-53,027.09
27515	EQUITY TRANSFER IN OUT	0.00	0.00	399.01	-399.01
	Owners' equity Total	0.00	0.00	53,426.10	-53,426.10
	FUND: 000001050 Total	0.00	98,338.46	98,338.46	0.00

Sample Only

General Ledger Detail Report

General Ledger Detail Report

10/26/2011 GL_RPRT_031 Page: 1 of 1

FUND: 000006243 FEDERAL WAY SD210 IMP FEE.

Account	AS PEDERAL WAT	CASH US-TREASURY MAIN ACCOUNT									
10010		Date	Doc#	Source	Category	Debit	Credit	Ending Balance			
	Balance	7/31/2011	1001	ARMS	Conversions	63,817.73	0.00				
	0.00					63,817.73	0.00				
								63,817.73			

Account		CASH-IMPAIRED INVESTMENT								
10460	Beginning	Date	Doc#	Source	Category	Debit	Credit	Ending Balance		
	Balance	7/31/2011	1001	ARMS	Conversions	586.94	0.00			
0.00					586.94	0.00				
								586.94		

Account		CASH-IMPAIRED INVEST GAAP ADJ								
10461	Beginning	Date	Doc#	Source	Category	Debit	Credit	Ending Balance		
	Balance	7/31/2011	1001	ARMS	Conversions	0.00	316.67			
	0.00					0.00	316.67			
								-316.67		